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## **U.S. Department of Energy**

### **Request for Applications (RFA) No. IUP-001-16 for Nuclear Energy Undergraduate Scholarships**

**Subject:** Integrated University Program: Undergraduate Scholarship Program – RFA

**Issue Date:** December 22, 2015

**Application Due Date:** February 10, 2016

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## **1. INTRODUCTION**

This Scholarship Request for Applications (RFA) is for the Integrated University Program (IUP) as administered by the Department of Energy, Office of Nuclear Energy (DOE- NE). Questions regarding this RFA should be submitted using the question and answer feature at [www.neup.gov](http://www.neup.gov) or via email to [neup@inl.gov](mailto:neup@inl.gov).

The IUP works to attract qualified nuclear science and engineering students (NS&E) to nuclear energy professions by providing undergraduate scholarships. Scholarships are awarded for undergraduate study at two- and four-year institutions leading to a major or minor degree or certificate in the fields or disciplines of NS&E that are relevant to the DOE-NE mission.

The primary mission of the Office of Nuclear Energy is to advance nuclear power as a resource capable of meeting the Nation's energy, environmental, and national security needs by resolving technical, cost, safety, proliferation resistance, and security barriers through research, development, and demonstration (RD&D) as appropriate.

Ensuring an adequate number of high-quality NS&E students will 1) support the need for qualified personnel to develop and maintain the Nation's nuclear power technology, 2) enhance educational institutions' capabilities to perform nuclear energy related RD&D, and 3) meet DOE's and the national laboratories' needs for highly trained scientists and engineers in support of DOE-NE programs.

### **Note:**

**The following topics are NOT a priority of DOE-NE: medical physics, nuclear fusion, nuclear forensics, or environmental management.**

**Additionally, the Nuclear Regulatory Commission (NRC) and National Nuclear Security Administration (NNSA) administer related programs; therefore, applicants interested in regulatory (NRC) or international nonproliferation (NNSA) careers are encouraged to apply to those opportunities instead.**

Prospective students are advised that submission of an application implies a commitment, if selected, to the pursuit of study in a program in the NS&E disciplines relevant to nuclear energy. Acceptance of a scholarship is an explicit acceptance of this commitment and assurance that the student will be duly enrolled in an acceptable program beginning Fall 2016.

**Note:**

**All information and instructions required to respond to this RFA are accessible at [www.neup.gov](http://www.neup.gov). Students MUST submit their application electronically through [www.neup.gov](http://www.neup.gov). No hard copy applications will be accepted (letters of recommendation, transcripts, and other supporting documents listed in Table 3 will be accepted as described in Section 4.5).**

Table 1 provides a list of schools currently approved to participate in IUP. This list is current as of December 2015, but may not contain universities that have recently applied. Refer to [www.neup.gov](http://www.neup.gov) for the most up-to-date listing. A student may still apply for an IUP scholarship if his/her university is not listed; however, the university will need to apply to the Department's Financial Assistance Funding Opportunity Announcement (FOA) prior to the distribution of funds (refer to Section 2 for more information).

**Table 1. IUP-approved Colleges and Universities.**

No.	University/College	No.	University/College
1	Abilene Christian University	41	Tennessee Technological University
2	Alfred University	42	Texas A&M University
3	Auburn University	43	Texas State Technical College
4	Boise State University	44	The Ohio State University
5	Brigham Young University	45	Thomas Edison State College
6	Chattanooga State Community College	46	University of Alabama
7	Clemson University	47	University of California, Berkeley
8	College of Southern Maryland	48	University of California, Davis
9	Colorado School of Mines	49	University of California, Irvine
10	Colorado State University	50	University of California, Los Angeles
11	Duke University	51	University of California, Santa Barbara
12	Excelsior College	52	University of Colorado, Boulder
13	Florida International University	53	University of Dallas
14	Florida State University	54	University of Florida
15	Francis Marion University	55	University of Idaho
16	Georgia Institute of Technology	56	University of Illinois, Urbana-Champaign
17	Idaho State University	57	University of Maryland
18	Illinois Institute of Technology	58	University of Massachusetts, Lowell
19	Kansas State University	59	University of Michigan
20	Kennesaw State University	60	University of Missouri, Columbia

No.	University/College	No.	University/College
21	Lakeshore Technical College	61	University of Nevada, Las Vegas
22	Louisiana State University	62	University of Nevada, Reno
23	Massachusetts Institute of Technology	63	University of New Mexico
24	Miami Dade College	64	University of Notre Dame
25	Missouri University of Science & Technology	65	University of Pittsburgh
26	North Carolina State University	66	University of South Carolina
27	Northwestern University	67	University of Tennessee
28	Old Dominion University	68	University of Texas, Arlington
29	Onondaga Community College	69	University of Texas, Austin
30	Oregon State University	70	University of Texas of the Permian Basin
31	Pennsylvania State University	71	University of Utah
32	Polytechnic Institute of New York University	72	University of Washington
33	Purdue University	73	University of Wisconsin, Madison
34	Rensselaer Polytechnic Institute	74	Utah State University
35	Rutgers University	75	Vanderbilt University
36	Salem Community College	76	Virginia Commonwealth University
37	South Dakota State University	77	Virginia Polytechnic Institute and State University
38	Southeast Community College	78	Washington State University
39	State Technical College of Missouri	79	Wilberforce University/Central State University
40	Syracuse University	80	William Marsh Rice University

## 2. ELIGIBILITY INFORMATION

Applications will be accepted from all U.S. citizens and legal permanent residents, including those who belong to underrepresented groups, those with disabilities, and people from all geographic and economic backgrounds attending an IUP-approved college or university (Table 1) while pursuing NS&E disciplines.

### Eligibility Restrictions:

1. Students must have completed at least one semester of undergraduate study to apply and be enrolled as an undergraduate at the time of the award.

2. Students must have maintained at least a 3.25 cumulative GPA (based on a 4.0 scale).
3. Students holding a F1 student visa **are not** eligible.

Any institution interested in administering a scholarship as an IUP-approved college or university needs to submit an application in response to Funding Opportunity Announcement DE-FOA-0001487, which can be found on [www.grants.gov](http://www.grants.gov). Institutions will need to demonstrate that they have an applicable nuclear science and engineering program and will need to provide a commitment to the growth and maintenance of that academic program to be considered eligible. Eligibility does not guarantee funding and is restricted to U.S. colleges and universities with programs of study in science and engineering disciplines related to nuclear energy such as nuclear engineering, mechanical engineering, electrical engineering, chemistry, health physics, nuclear materials science, radiochemistry, applied nuclear physics, nuclear policy, radiation protection technology, nuclear power technology, nuclear maintenance technology, and nuclear engineering technology. Questions related to institution eligibility should be directed to Aaron Gravelle at 208-526-0208 or [gravelap@id.doe.gov](mailto:gravelap@id.doe.gov). The institution must be an approved organization prior to the transfer of scholarship funds.

Undergraduate scholarships are for one year only. A student who is awarded a scholarship may apply in subsequent years, provided he or she meets eligibility criteria.

### 3. AWARD DESCRIPTION

DOE-NE expects to award up to 70 one-year/\$7,500 undergraduate scholarships under this RFA. However, the number of awards is dependent upon application quality and total funding available. Appendix A includes allowable and unallowable expenses for this award.

### 4. APPLICATION SUBMITTAL REQUIREMENTS

#### 4.1. Application Due Date

Applications and all supporting documents are due by February 10, 2016 at 8:00 p.m. Eastern Time (ET).

#### 4.2. Application Schedule

**Table 2. Tentative IUP Scholarship Schedule.**

Issue Request for Applications	December 22, 2015
Scholarship Application Deadline	February 10, 2016
Award Announcement	April 2016

### 4.3. Late Applications

Applications and any supporting materials (transcripts, test scores, etc.) received after the designated date and time will not be accepted. Extension of the application due date shall be at the sole discretion of DOE-NE.

**Note:**

**It is the applicant's responsibility to confirm—prior to the application deadline—that all requirements have been met and materials received. If a requirement has not been met, the application will be considered incomplete and will not be reviewed.**

### 4.4. Application Preparation Instructions

Complete scholarship applications must be submitted electronically through [www.neup.gov](http://www.neup.gov) before the deadline established above. To register and apply, visit the Student Educational Support section at [www.neup.gov](http://www.neup.gov). New applicants will need to create an account prior to submitting an application. Students re-applying should use their existing account. Once logged in, applicants will need to click on the “Applications” tab located at the top, left hand corner of the page. To begin an application, click on the “Create New Application” link for the FY 2016 Scholarship Request for Applications.

In addition to the information required on the scholarship RFA submittal form, the supporting documents listed in Table 3 must also be provided:

**Table 3. Supporting Document Requirements.**

Submittal Documents	Page Limit
Essay: Personal Career Goals	3
Letters of Reference (3)	2 per reference
Academic Transcripts	None
Standardized Test Scores	None

### 4.5. Document Descriptions

For each document uploaded, the applicant should include his/her last name in the file name (for example: Smith\_Personal Career Goals.docx). The applicant's name, as well as the document name, should be included in the header of each document. Additional submittal guidance can be found in the online application form. A description of each required document is listed below.

<b>Essay: Personal Career Goals</b> – This essay should identify the applicant's long-term career
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goals and explain how the IUP scholarship will help him/her to achieve those goals. This essay should also describe how the applicant's program of study and personal career goals align to the DOE-NE mission. Applicants are encouraged to review the DOE-NE R&D website (<http://energy.gov/ne/office-nuclear-energy>) for additional information. Please note that this essay should not provide a summary of the current state of the nuclear industry.

**Letters of Reference** – Scholarship applicants are required to submit **three (3)** letters of reference. The following information should be included in each letter:

- ◆ Name and title of reference writer;
- ◆ Department;
- ◆ Institute/Organization;
- ◆ Explanation of the nature of the relationship to the student;
- ◆ Detail of the applicant's prior research experiences outside of the classroom;
- ◆ Statements about the student's academic potential;
- ◆ Statements about the student's proposed research;
- ◆ Signature; and
- ◆ Any other information to enable the review panel to evaluate the application according to the guidelines described in Section 7.

Applicants should notify reference writers directly through the online application form by providing the references' email addresses and clicking the "Notify" link. This will send the writer an email with information on how to upload the recommendation electronically to the system. Students are encouraged to contact reference writers prior to submission of their application to allow sufficient time for the reference writer to submit the letter. **Letters must be received by the application deadline.**

When selecting reference writers, applicants should choose individuals who can appropriately speak to their abilities and experiences (such as an advisor or core professor, preferably one who has known the applicant for a year or longer). **Students should not have family members provide recommendations regardless of their position within the industry.** It is the applicant's responsibility to confirm all letters have been received prior to the application deadline. Any application with fewer than three letters of reference will be considered incomplete and will not be reviewed. Letters submitted by the applicant on behalf of the writer will not be accepted.

**Official Academic Transcripts** – Academic transcripts are required, including the Fall 2015 semester. Academic transcripts from all completed college or university work are required (including community college and summer school transcripts). Official transcripts must be received in a sealed envelope by the application deadline and submitted in hard copy via postal

mail, express service, or courier to the Innovative Nuclear Research Integration Office (INR-IO):

**Postal Mail**

INR Integration Office  
Attn: Jenna Payne  
PO Box 1625  
MS 2208  
Idaho Falls, Idaho 83415

**Express Service/Courier**

INR Integration Office  
Attn: Jenna Payne  
2351 North Boulevard  
Idaho Falls, Idaho 83415-2208

Faxed copies of an applicant's transcript will be accepted and considered official **only** if sent by the university registrar. Copies submitted by the applicant **will not** be accepted. Official copies of transcripts must be sent in order for an application to be considered complete.

**Standardized Test Scores** – Students are required to report either ACT or SAT scores. Other standardized test scores (for example, the ACT Compass) may be accepted as long as those reports provide a percentile ranking. Students should not submit scores directly. For ACT scores, please choose identification code 6309. For SAT scores, use identification code 5965 (scores can be submitted without having to list a Department code). If a student has applied for an IUP scholarship in previous years, he/she should contact [neup@inl.gov](mailto:neup@inl.gov) to determine if test scores are still on record. If so, these do not need to be resubmitted.

#### 4.6. Document Format Requirements

Please adhere strictly to the document formatting requirements in Table 4 for all submitted documents:

**Table 4. Formatting Requirements.**

<b>Document Format</b>	.pdf
<b>Font Size</b>	12 pt
<b>Font</b>	Times New Roman
<b>Margins</b>	1-inch all around
<b>Line Spacing</b>	Single-spaced

**Note:**

**Do not send extraneous information or materials such as CDs, manuscripts, resumes, medical reports, or news clippings. These items will not be reviewed with your application. Images may be included but will be produced only in black and white to the review panel.**

## **5. APPLICATION INSTRUCTIONS**

### **5.1. Interpretations and Exceptions**

Students shall submit applications in compliance with the RFA requirements. Any interpretation of the requirements by the student may be considered an exception and treated accordingly (i.e., deem the application non-responsive). The student may obtain DOE-NE concurrence/clarification regarding its interpretation to classify the student's application as compliant with, or an exception to, the RFA requirements by contacting [neup@inl.gov](mailto:neup@inl.gov). Any exception must be approved by DOE-NE and documented as part of the application.

### **5.2. Rights Reserved by DOE-NE**

DOE-NE reserves the right to accept or reject any application with or without prior discussion with the student and to disregard minor irregularities in applications received. DOE-NE reserves the right to conduct any necessary pre-award survey and analysis to evaluate a student's capabilities to comply with the requirements of this RFA.

### **5.3. Application Validity Period**

An application shall remain firm for 180 days after the application due date, unless otherwise specified by the student.

### **5.4. Discrepancies in the RFA**

Should a student find discrepancies in, or omissions from, the RFA, its attachments or related documents, or should the student be in doubt as to the meaning of any requirements, the student shall notify DOE-NE by contacting [neup@inl.gov](mailto:neup@inl.gov) and obtain correction or clarification prior to submitting his or her application.

## **6. DELIVERABLES AND OBLIGATIONS**

No reporting criteria are required for undergraduate scholarships; however, DOE-NE may contact a Scholar in the future to request information on his/her current career path. Additionally, DOE-NE is always interested in receiving relevant information throughout the year including captioned photographs or other material providing notification and details of any noteworthy scholarship-related accomplishments that may merit public attention.

IUP has an active presence on social media through the Nuclear Energy University Programs (NEUP). Applicants are invited to “like” the [NEUP Facebook page](#), [follow NEUP on Twitter](#), and [join the NEUP LinkedIn group](#) to keep up with current activities and engage with the nuclear community.

## **7. APPLICATION REVIEW AND SELECTION PROCESS**

Applications will be reviewed by interdisciplinary scientists, engineers, and other professional experts in education. Each application will be reviewed independently on the basis of merit using all available information in the completed application. Reviewers will be instructed to evaluate applications against the following Merit Review criteria; therefore, applicants must address the criteria below in their written statements to provide reviewers with the information necessary to fully evaluate the application.

1. How do the student’s career goals and chosen course of study align to the DOE-NE mission?
2. How well qualified is the student to complete the proposed course of study?

Reviewers will consider the 1) personal career goals and alignment to the DOE-NE mission as described in the required essay, 2) references, 3) strength of the academic record, and 4) standardized test scores.

Review results will be presented to the DOE Selection Official and considered along with additional relevant objective and subjective information related to the application process. These may include program policy, management factors, and the amount of funds available. All of this information will be factored into the final award selection and approval.

## **8. AWARD ADMINISTRATION INFORMATION**

### **8.1. Notification of Award**

Notification of the scholarship award will be made to both the student and his/her respective university or college via email and press release. Students whose applications are not selected for a scholarship award will also be notified of that decision via email.

### **8.2. Award Conditions**

An IUP scholarship award consists of the award letter that includes the applicable terms and conditions and scholarship management instructions. IUP scholarship program students will be notified as soon as possible of their selection or non-selection. If selected, the student

must accept or decline the scholarship within **14** days of notification. Failure to comply with the deadline may result in revocation of the scholarship offer.

## **APPENDIX A: ALLOWABLE COSTS FOR SCHOLARSHIPS**

### ***Undergraduate Scholarships Cost of Education Allowance***

Tuition, Books, Fees, Room and Board: All applicable tuition, room and board, books required for classes, and fees normally charged to students of similar academic standing represent allowable costs for scholarships, unless such charges are optional or are refundable. Only board expenses (including food) for on-campus facilities are allowed; however, off campus room expenses may be reimbursed upon presentation of a valid paid rent receipt. These expenses must be submitted to the college or university for payment.

The scholarship award does not provide allowances for special student needs such as travel to employment sites, computers, and books and publications beyond those required for classes, fieldwork expenses, and special study.